

Human Resources Department Employee Policy and Procedure

Vehicle Policy

Policy Statement

Macomb Township is committed to ensuring personal and public safety in the use of Township vehicles. All employees operating Township vehicles are expected to drive responsibly and to follow basic rules of defensive driving for the protection of all concerned. It is the policy of the Township to require all persons who either operate or travel within a Township vehicle to comply with all Federal, State, and local vehicle laws. This includes, but is not limited to, the following:

- United States Department of Transportation Federal Motor Carrier Safety Administration (FMCSA) Drug-Free Workplace Policy; including Commercial Driver's License (CDL) requirements; and
- Michigan's Mandatory Seat Belt Law (Act 300 of 1949, as amended).

Employees are also expected to adhere to all Township policies and procedures, including, but not limited to the:

- Drug-Free Workplace Policy;
- Workplace Safety Policy;
- Vehicle Washing Service Procedure; and
- Vehicle Oil Change Service Procedure.

The Township monitors employee driving records through the *Michigan Secretary of State Direct Access Subscription Program*, on an annual basis. Additionally, the State of Michigan notifies the Township of employee violations within one or two months of the occurrence.

The following requirements must be adhered to when operating or traveling within a Township vehicle:

- Township vehicles may only be used for conducting Township business.
- Vehicles may only be driven by authorized Township employees holding a valid Michigan driver's license.
- The use of Township vehicles outside of the Township must be for Township business and must be pre-approved by the Department Head or their designated representative (i.e., Deputy, Assistant, Foreperson, etc.).
- Caution must be exercised with the use of communication radios and/or cellular telephones while operating a vehicle. Every effort to minimize the use of communication radios and/or cellular telephones should be made while driving. Should a cellular telephone call be necessary, all drivers should pull-off the road into a legal parking spot during the course of the telephone call.

- Smoking or chewing of tobacco products is prohibited in Township vehicles.
- Transporting non-employees (e.g., minors, builders, contractors, etc.) in Township vehicles must be pre-approved by the Department Head and related to the Township business.
- Traffic violations (tickets) received while operating a Township vehicle must be reported to the Department Head within twenty-four (24) hours of receipt.
- A driver with limitations or restrictions on his/her ability to drive motor vehicles (e.g., health problems, corrective lenses, etc.) is required to inform the Department Head about the condition. If necessary, the Department Head will consult with Human Resources regarding the individual's fitness for duty.
- A driver must report a restricted, suspended, or revoked, license immediately to his/her Department Head. Individuals with a suspended or revoked license are prohibited from operating a Township vehicle. Failure to promptly report any of the aforementioned may result in disciplinary action, up to and including termination of employment.
- Any traffic violation resulting in a restriction, suspension, or revocation of an employee's operator and/or CDL license that results in the employee's inability to perform his or her essential job functions may result in their subsequent layoff and/or termination.
- The Township will evaluate an employee's driving record, as follows:

Driver's Record Status	Points on Driving Record
Good Standing	0 – 2
Acceptable	3 – 6
Probationary	7 – 9
Unacceptable	10 - 12


- Accidents occurring in a Township vehicle must be immediately reported to the Department Head and a *Vehicle Accident Information Form* must be completed along with the filing of a Police Report. In general, employees should refrain from openly discussing the accident with the public until legal counsel is provided by the Township.
- Any employee driving a Township vehicle that is involved in an accident must immediately submit to a post-accident Drug and Alcohol Test. The Department Head shall provide the employee with transportation to the medical facility for testing unless the employee is injured and requires medical treatment. If treatment is required, the drug and alcohol testing will be administered as soon as possible.

Procedure

Township motor vehicle operators should adhere to the following procedures:

- Vehicles are to be parked in Township-authorized locations during non-working hours.
- *Vehicle Activity Logs* are to be completed and submitted daily/weekly as required by the respective Department Head.

- Vehicles should to be fueled at Township-authorized gas stations.
- Vehicles are to be inspected daily. Each employee assigned the use of a Township vehicle shall, at the beginning and end of each use, conduct a "walk-around" inspection of their assigned vehicle. Any apparent problem such as dents, broken glass, missing hubcaps, burned-out lights, etc. should be reported immediately to the Department Head or their designated representative. A *Vehicle Repair Form* containing any known information concerning the vehicle damage or defect should be completed the same business day.
- Drivers are responsible for ensuring that the Township vehicle has a valid license plate and Certificate of Insurance prior to leaving Township property.
- When parking Township vehicles in unsecured areas, the keys should be removed from the ignition and the vehicle locked.
- Whenever a Township vehicle is involved in any accident, the Sheriff's Department and Department Head shall be immediately notified. The employee (driver) should not leave the scene of the accident until instructed to do so by the Sheriff's Department and Department Head.
- The Township Finance Manager and Department Head are responsible for preparing and/or submitting all necessary form's to the Township's insurance carrier for all accidents involving Township employees and vehicles.
- When appropriate, and with the awareness of the Township Supervisor, the Township's worker's compensation carrier and Michigan Occupational Health and Safety (MIOSHA) Administration shall be notified by the Department Head, Finance Manager and/or Human Resources Director.

Effective Date:	08/01/2005	Policy Number:	05.10.01
Issue Date:	07/15/2005	Approval Date:	07/14/05
Subject:	Vehicles		
		Approvals:	
		John D. Brennan, Township Supervisor	
		John F. Brogowicz, Human Resources Director	